

The Electronic Advisor

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Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System

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DHR CONTINUES DIABETES INITIATIVE – DO STATE EMPLOYEES KNOW?

DHR is in the second year of its Diabetes Initiative for State employees living with diabetes. This Initiative seeks to reduce financial barriers to the treatment of diabetes by categorizing all diabetes medications, supplies and insulin (except for equipment such as insulin pumps) into the lowest cost prescription drug tier. The initiative is part of the State's self-funded plans (PPO-1500, PPO-3000 and INO-30, but not the HSA-qualified plan, PPO-H) Prescription co-pays for these items are \$10 (\$20 for a 90-day supply via the mail order prescription program) once the \$100 per individual prescription drug deductible has been met. [Read or Print this Article...](#)

RETIREMENT: ARE YOU SAVING ENOUGH?

At risk. That's how the National Retirement Risk Index categorizes 45% of working Americans when it comes to saving for retirement. The index is maintained by Boston College's Center for Retirement Research. They define "at risk" as a household that will not be able to maintain current standards of living in the retirement years. The notion of Americans being at risk is driven home by a recent survey by the Employee Benefits Research Institute, where 48% of those surveyed indicated the total value of their investments to be less than \$25,000. [Read or Print this Article...](#)

C-SEAP FOOD AND EMERGENCY FUND DONATION DRIVE TO KICK OFF IN NOVEMBER

In November and December, the Colorado State Employee Assistance Program will kick off its annual food and emergency fund drive to help State employees in need during the holidays, as well as throughout the year.

The C-SEAP Emergency Fund is used to help pay utility bills and rent (often to prevent shut-off/eviction); transportation costs due to the death of a family member; grocery bills; basic household expenditures following fires or other disasters; and expenses resulting from many other emergency situations. [Read or Print this Article...](#)

MANAGING FINANCIAL STRESS

Jon Richard, PsyD, C-SEAP

Financial stress –ongoing anxiety about one's ability to meet financial obligations -- afflicts individuals within all economic levels, and can lead to problems in work productivity, physical and mental health,

and family life. There has been a marked increase in household and individual debt in the US population over the past few decades while at the same time, the average savings rate is at its lowest ever. [Read or Print this Article...](#)

General Announcements

RISK MANAGEMENT CREATES NEW PILOT TO MITIGATE WORK PLACE INJURIES

Every year, hundreds of State of Colorado employees experience unnecessary work place injuries. This costs employees physical, financial and emotional hardships, and costs the state millions of dollars in claims. To more proactively address this issue, the State Office of Risk Management and Pinnacol Assurance have developed a pilot program involving Department of Corrections, Department of Transportation, Public Safety, Department of Human Services and the Judicial Department to better address how these claims and costs can be reduced. The pilot is titled, “It’s a New Day” and will focus on achieving a reduction in claims involving work place injuries by reviewing and improving safety and return-to-work processes and by providing loss prevention education which collectively, will reduce the overall impact of injuries on employees and the State. Our most valuable asset is our employees and we can create a better Colorado by making a commitment to reduce work place injuries.

CPPS UPDATES

DPA has received several questions regarding the process for paying employees supplemental pay after a final paycheck has been issued. This situation typically occurs when a department has completed a termination and discovers there is outstanding pay owed to an employee. For example, unreported regular or overtime hours, unused holiday pay, or unpaid annual leave. The correct method for processing such payments is an AP batch. CPPS will show an error if the date is not changed to the current pay period, if this should occur, contact the agency HR and have them change the status date to the current date. Do not change the status field, only the status date.

DHR is also seeing a number of problems with rehire transactions. To enter a rehire transaction correctly, the department must use the workflow option. The “Service Start Date” must be changed to the rehire date, or it will flow over to Benefit Solver and PERA showing an incorrect eligibility date. This is a problem because the incorrect date interferes with the employee’s ability to enroll in benefits or make appropriate retirement choices.

Transfers are the one transaction that requires DHR involvement, and there have been an increasing number of employee transfers being done incorrectly. It is imperative to follow the steps that were outlined in the CPPS training and that are documented in the CPPS manual. Remember, it doesn’t matter whether the sending or receiving departments contact DHR with information regarding the transfer, as long as the information is provided to DHR.

If you have questions about these or other transactions, or if you need additional training, please contact HR.SUPPORT@state.co.us for assistance.